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MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT: Proposed Notice Regarding Inquiries Concerning
Former Employees

1. Increasing activity in our selection-out and out-placement programs is beginning to be reflected in the volume of inquiries received concerning former, or departing, employees. We propose the attached Notice to acquaint supervisors with the procedures for handling such inquiries through a central point to ensure coordination of cover, medical or security interests and to avoid the release of conflicting statements by different elements of the Agency.

2. This draft has been coordinated with the Office of Security, the Medical Staff, and the Central Cover Branch and has their concurrence.

/s/ Gordon M. Stewart

Gordon M. Stewart
Director of Personnel

Attachment

Distribution:

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SUBJECT: Inquiries Concerning Former Employees

1. Supervisory officials of the Agency and the Office of Personnel frequently receive inquiries from prospective employers concerning former employees of the Agency. Also, the Office of Personnel is responsible for active assistance to certain former employees, or employees leaving the Agency, in finding other employment. It is most desirable, therefore, that inquiries from prospective employers be handled at a central point to ensure that replies reflect a coordinated Agency position.

2. Such inquiries should be referred to the Chief, Personnel Operations Division, Office of Personnel, who will ensure that administrative, medical, cover, and security considerations bearing on each such inquiry are properly evaluated both in the interest of the employee and the prospective employer.

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NOTICE

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PERSONNEL

INQUIRIES CONCERNING FORMER EMPLOYEES

1. Supervisory officials of the Agency and the Office of Personnel frequently receive inquiries from prospective employers concerning former employees of the Agency. Also, the Office of Personnel is responsible for active assistance to certain former employees, or employees leaving the Agency, in finding other employment. It is most desirable, therefore, that inquiries from prospective employers be handled at a central point to ensure that replies reflect a coordinated Agency position.

2. Such inquiries should be referred to the Chief, Personnel Operations Division, Office of Personnel, who will ensure that administrative, medical, cover, and security considerations bearing on each such inquiry are properly evaluated and coordinated in the interest of the Agency, the employee and the prospective employer.

H. GATES LLOYD
Acting Deputy Director
(Support)